

MEMO: For the Record

SUBJECT: NHB - Employee Services Center

1. Subsequent to D/Pers meeting with D/Logs on 2 September 1987, we have been looking into the feasibility of placing the ESC in the atrium area (2,125 sq.ft.) formerly assigned to the EAA Store. As originally planned, the ESC would have required 3,500 sq.ft. and would have included office and storage space for three FELO officers, a secretary-receptionist and lounge for returning PCS'ers, two EAA ticket window attendants, three IOD representatives, two RD counselors, an annuitant from OGC, one or two OP Benefits specialists and eight small cubicles for employees to use when preparing forms, personal papers, SAE's, etc.

2. Since it would be comprised of many parts, the ESC would be easily down-sized. The EAA ticket windows can be co-located with the EAA office at the other end of the atrium, the OGC annuitant who provides advice and guidance to the Agency population can remain in OGC space as is presently the case and the retirement counselors can remain with the Retirement Service Branch, wherever that is located. The lounge and cubicle areas can be reduced to fit the space available.

3. A 2,125 sq. ft. Employees Services Center would consist mainly of FELO (1,000 sq.ft.) with their file holdings on overseas posts, general conditions, and relocation benefits materials. The Insurance office would need about 350 sq. ft. and one or two benefits counselors another 225 sq.ft. The remaining 550 sq. ft. would be space for the receptionist, lounge, and cubicles.

4. The FELO, IOD and Benefits areas would need to store classified material (not SCI). They would also need terminal access to the corporate data base inside the building shield. OP would have tempest-tested PC's already on hand for their use. All sections would need secure and non-secure telephone service.

STAT



20/00
8 Sept '87

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ILSP ACTION ITEMS

	<u>NO</u>	<u>COMP</u>	<u>SOURCE/DESCRIPTION/STATUS</u>	<u>RESP</u>	<u>DUE DATE</u>
STAT	ILSP-21	0	Meeting 10/15/87	<div></div> ILSP	29 Oct 87
	DESC		Prepare the statement of purpose and functions for the ILSP Planning Staff		
	STATUS				
STAT	ILSP-22	0	Meeting 10/15/87	<div></div> ILSP	23 Oct 87
	DESC		Prepare a memo for OL signature requesting OS policy on need for safes in NHB.		
	STATUS				
STAT	ILSP-23	0	Meeting 10/15/87	<div></div> DO Rep	29 Oct 87
	DESC		Insure that DO appoints a replacement representative and alternate representative to the ILSP Working Group.		
	STATUS				

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